# IV-AS  Appropriation Symbol Table

The Appropriation Symbol (AS) Table allows a department to define the level of organizational, programmatic or object classification of each SCO appropriation account or other account (e.g., Revenue, 44 FTF Account, etc.).  A unique three-digit (alpha-numeric) Appropriation Symbol is established for each State Controller's Office (SCO) account.  The information maintained in the AS Table relieves the department from coding all of the appropriation data on every input transaction.  Instead, the data is stored and appended to financial transactions and reports, as necessary.

## STRUCTURE

The AS Table is divided into two segments: the control key and informational elements.  The control key identifies each Appropriation Symbol record and contains the Organization Code, Funding Fiscal Year and Appropriation Symbol.

The Organization Code identifies the agency.  The Funding Fiscal Year and Appropriation Symbol are assigned by the department.

The informational elements segment contains the Title and the following:

✪  Classification data elements for program or category accounting

✪  SCO account information

✪  Indicators that define the type and level of appropriation and allotment control

The coding requirements for all of the informational elements are defined in Exhibit IV-AS-3.

## RELATIONSHIP TO OTHER TABLES

During AS Table maintenance, the Reference and Program Hierarchy (Program, Element, Component, Task) are validated against the Reference and Program Hierarchy Descriptor Tables.

The AS Table establishes the *minimum* program coding needed in the Program Cost Account (PCA) Table.  The program coding in the PCA Table can have more detail (at a lower level) than the AS Table, but should never have less detail than the AS Table.

## GUIDELINES FOR ESTABLISHING APPROPRIATION SYMBOLS

This section provides basic guidelines for establishing Appropriation Symbols in the AS Table.  Coding instructions are displayed in Exhibit IV-AS-3.

The AS Table structure aligns CALSTARS accounts with the account structure used by the SCO.  Accounts established in CALSTARS should match the corresponding SCO accounts displayed on the SCO Agency Reconciliation Report (FC-320-01-P).  The CALSTARS reconciliation reports can be used more effectively if the CALSTARS and SCO accounts match.

### Program Appropriations

If appropriations are assigned by program, an Appropriation Symbol is normally established for each scheduled program item of the appropriation.  A separate Appropriation Symbol must be established for each **D**, **F**, and **T** account (SCO account type on the SCO Agency Reconciliation Report).  The same Appropriation Symbol number can be established for the same Fund and Reference combination if the fiscal year is different.

**NOTE**:  Do not establish an AS Table record **for reimbursable program expenditures**.  These are accounted as Fund Source **R** expenditure (by the PCA) in the appropriation item.

Do not establish an AS Table record for any SCO control ('**C**') account.  The B03 Report already provides this appropriation summary.

### Category Expenditure Appropriations

Establish one Appropriation Symbol number for both of the line items 'Personal Services' and 'Operating Expenses and Equipment' within the 'For support of' item.  Set the AS Table Appropriation Object Level Indicator to **1**=Category and leave the Category field blank.  This will establish separate appropriation file records by category type based on the Object Detail used in every disbursement transaction.

If automated claim schedules are prepared using the Category Appropriation Symbol, a **1** or **3** will be printed in the Category field on the claim schedule face sheet.  A **0** (zero) must be manually added after Category **1** or **3** to match the numbering convention on the SCO Agency Reconciliation Report.

### 'Amount payable from…' and 'for payment to…'

For program appropriations, the 'amount payable from' and 'for payment to' items must be removed through one or more budget revisions at the beginning of the Fiscal Year.  (See the Budget Letter for BR-1.)  Do not establish AS Table entries for these items.

For category appropriations, the 'amount payable from' and 'for payment to' items are not removed through BR-1.  Establish separate AS Tables and PCAs for every

funding source ('Amount payable from') within the main appropriation item and fund (to track expenditures/fund usage), and separate AS Table records and a PCA for each ('for payment to') item that will make fund transfers out.

## Clearing Account

It is recommended that all agencies assign Appropriation Symbol number **900** to their Clearing Account item.  The Clearing Account AS record should not specify programmatic or category levels.

## Reappropriations

When an appropriation is reappropriated in total, the SCO maintains the same account(s) and merely extends the "spending" period of the appropriation.  This type of reappropriation is commonly referred to as an 'Extension'.

When only part of an appropriation is reappropriated, the SCO establishes a new account(s) for the partial amount and maintains the original account(s) with the remaining balance available for liquidating prior year accruals.  This type of reappropriation is commonly referred to as a 'Partial Reappropriation'.

The accounting requirements for these two types of reappropriations are very different.  The following describes the differences in the AS Table.

Reappropriation items are grouped in the Budget Act by organization and reference. The reference number used (e.g., **490**) is not a 'real' Reference (is not in the Uniform Codes Manual).  It is used only to segregate reappropriated items from new appropriations and <u>should never be used in CALSTARS</u>.

One or more reappropriations can be displayed under Reference **490**.  Each reappropriated item will display the real appropriation identification and contain language which specifies whether all or a portion of the original item is reappropriated.  The following describes the methods used by the SCO for determining whether an appropriation is partially or totally reappropriated.

1. Language which specifies that the 'unencumbered' or 'unexpended' balance is reappropriated denotes a partial reappropriation.  The SCO will establish a new account(s) using the June 30 cash balance of the appropriation less accruals shown on a department's year-end statements.

2. Language which specifies that the 'unliquidated' balance is reappropriated denotes a total reappropriation.  The SCO will extend the availability of the original appropriation and will not establish a new account(s).

3. Language which specifies a particular amount or states that the reappropriation shall not exceed a specific amount can result in either partial or total reappropriations as follows:

      a.  If the stated amount or 'not to exceed' amount is equal to or more than the June 30 cash balance less accruals, it is considered to be a total reappropriation.

      b.  If the stated amount or 'not to exceed' amount is less than the June 30 cash balance less accruals, it is considered to be a partial reappropriation.

4.  Language which specifies all of a scheduled line of an appropriation (e.g., the unliquidated balance of Program 10) denotes a total reappropriation. However, the SCO extends the period of availability for Program 10 only, and reverts the remaining scheduled lines of the appropriation according to the original period of availability.

5.  Language which specifies a portion of a scheduled line of an appropriation (e.g., the unencumbered or unexpended balance of Program 10) denotes a partial reappropriation.

6.  Language which specifies all of one scheduled line and a portion of another scheduled line (e.g., the unliquidated balance of Program 10 and the unencumbered or unexpended balance of Program 20) denotes a partial reappropriation. The SCO will establish new accounts for both Program 10 and 20 reappropriated amounts.

**Treatment of Extensions (Total Reappropriations)**: Extends the liquidation period of an appropriation item in a subsequent Budget Act. No change to the amount of the appropriation. Change the Reversion Date and Reversion indicator in the original AS Table record. Do not change the Title, Enactment Year and Chapter in the AS Table.

**Treatment of Partial Reappropriations**: The SCO has established a numbering convention to specifically identify partial reappropriations. It requires the addition of the fiscal year of reappropriation to the appropriation reference number. For example, if a 2004-05 appropriation with the Reference **001** was partially reappropriated in the 2005-06 Budget Act, the reference number on the SCO records for the partial reappropriation would be **00105**. The Reference for the portion not reappropriated would remain **001**. Since the reference field in CALSTARS contains only three digits, it is necessary for agencies to manually append the 2-digit year to the reference number on claim schedules and plan of financial adjustment requests filed against partial reappropriations. The 5-digit reference number/enactment year is printed on various CALSTARS reports when Account Type on the AS Table is coded **PR**.

## Reimbursements Receipt Accounts

Establish a separate Appropriation Symbol for each appropriated reimbursement account within each fund/sub-fund. Agencies with only one appropriated reimbursement line should establish only one Appropriation Symbol. Otherwise, the B06 Report, Final Budget Report, will display more than one line of reimbursements.

**Note:** Do not commingle expenditures with reimbursement receipts within the same Appropriation Symbol account.

## Revenue Receipt Accounts

Establish a separate Appropriation Symbol for revenue within each fund/sub-fund. It is not necessary to establish a separate Appropriation Symbol for each revenue account ('R' account) within a fund/sub-fund because the Receipt Source provides the required level of detail.

All agencies should use Reference **980** for all revenue accounts unless the SCO uses a different Reference on their Agency Reconciliation Report. Reference **980** does not print on the HB4, DB1, or D16 reports.

**Note:** Do not commingle expenditures with revenue receipts within the same Appropriation Symbol account.

Do not establish AS Tables for any SCO control ('**Q**') account. The B03 Report already provides this appropriation summary.

## Special Deposit Fund

Each Special Deposit Fund account used for expenditure accounting must have at least one Appropriation Symbol and one PCA. Special Deposit Fund accounts used for other purposes, e.g., Unclaimed Trust Money, Tax Sheltered Annuities and Vacation Trust Accounts, may have a separate Appropriation Symbol and PCA according to the accounting needs of the department.

A separate Fund Detail must be established for each sub-fund account within the Special Deposit Fund. Each Fund Detail record must be supported by a D23 Descriptor Table entry with the correct posting indicators. Failure to correctly set these indicators may impact appropriation reporting and reconciliation**s**.

**Note:** Do not commingle expenditures with revenue receipts within the same Appropriation Symbol account.

## Office Revolving Fund Advance

The AS for the Office Revolving Fund Advance must be established in the advancing fund with Account Type **97** (post with Transaction Code 745 using this Appropriation Symbol).

## Continuing Appropriations

Continuing appropriations are typically one of the two types below:

1) appropriations that continue encumbrance and expenditure availability beyond the first year of availability (e.g., three years for Capital Outlay)

2) statutory appropriations that continue from year to year

In accordance with Generally Accepted Accounting Principles (GAAP), expenditures are shown in the enactment year obligated or paid.  Therefore, unencumbered balances and unliquidated encumbrances (not allocated encumbrances) from the 'A' run roll forward to the new Funding Fiscal Year.   Exhibit IV-AS-1 and Exhibit IV-AS-2 display two examples of continuing appropriations with the appropriate year-end treatment of unencumbered balances and unliquidated encumbrances.

## SCO Account Segment

This portion of the AS Table record is used for the automated reconciliation process (DB2 and H02 reports).  The SCO Account Segment data is used to match CALSTARS accounts to their corresponding SCO Accounts.  The SCO Agency Reconciliation Report contains the information needed to complete this portion of the AS Table.

A separate Appropriation Symbol must be established for each SCO detail account except revenue accounts and category appropriations.  At least one AS is required for Revenue accounts within each fund.  An additional Appropriation Symbol can be established if the Source used by SCO does not match the Source used in CALSTARS.

For category appropriations, establish one appropriation symbol and set the Appropriation Object Level indicator to the proper level.  Leave the category fields in both the informational segment and the SCO Account segment blank.  CALSTARS identifies the proper category by using the Object Detail from the transaction and appends a zero to match to the SCO two-digit category on CALSTARS reports using SCO data, e.g., DB2, DB3, H02.

EXHIBIT IV-AS-1
CONTINUING APPROPRIATIONS

SITUATION:     A typical five-year appropriation such as Capital Outlay where the first three years are available for encumbrance and expenditure and the final two years are available for liquidating encumbrances only.

| Enactment Year | FFY | A/S Table Reversion Indicator | PCA Table Appropriation Method | Year-End Treatment of Unliquidated Encumbrances and Unencumbered Balances | New Tables Should Be In Place Before Bringing Encumbrance Forward |
|---|---|---|---|---|---|
| 01 | 01 | **2** | 1 or 5 | Roll forward to FFY 02 | Requires New Year Tables [1/] |
| 01 | 02 | **2** | 4 | Roll forward to FFY 03 | Requires New Year Tables [1/] |
| 01 | 03 | **0** | 4 | Stays in FFY 03 | |
| 01 | 04 | No new tables are established | Does not apply | | |
| 01 | 05 | Reversion indicator in FY 01, 02 and 03 is set to **1** | All balances revert. (Except those that support real GLAs, i.e., Prepayments and Cost Allocation when Net Allocation ≠ SCO PFA Posted) | | |

_____

[1/]  Appropriation Symbol, PCA, Index, and other tables as appropriate.

EXHIBIT IV-AS-2
CONTINUING APPROPRIATIONS - STATUTORY

SITUATION:    A typical Statutory appropriation such as Special Deposit Fund trust accounts, which continues availability from year to year.

| Enactment Year | FFY | A/S Table Reversion Indicator | PCA Table Appropriation Method | Year-End Treatment of Unliquidated Encumbrances and Unencumbered Balances | New Tables Should Be In Place Before Bringing Encumbrance Forward |
|---|---|---|---|---|---|
| 01 | 01 | 9 | 5 | Roll forward to FFY 02 | Requires New Year Tables every year [1] |
| 01 | 02 | 9 | 2 | Roll forward to FFY 03 | Requires New Year Tables every year [1] |
| 01 | 03 | 9 | 2 | Roll forward to FFY 04 | Requires New Year Tables every year [1] |
| 01 | 04 | 9 | 2 | Roll forward to FFY 05 | Requires New Year Tables every year [1] |
| 01 | 05 | 9 | 2 | Roll forward to FFY 06 | Requires New Year Tables every year [1] |

_____

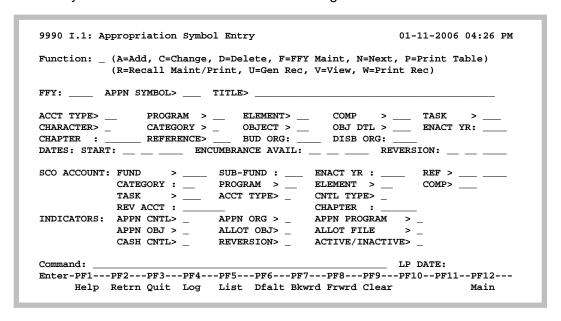[1]  Appropriation Symbol, PCA, Index, and other tables as appropriate.

## INPUT CODING

A listing of the fields contained on the Appropriation Symbol Entry screen and/or on the activity reports is shown in Exhibit IV-AS-3.  It includes explanations of the fields as well as coding instructions.

Data entered on the Appropriation Symbol Entry screen is keyed from the Appropriation Symbol Table Entry Form (CALSTARS 8).  The form, shown in Exhibit IV-AS-4, is formatted the same as the Entry screen and is available at www.dof.ca.gov/html/calstars/forms.htm.

All table maintenance must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Log* section of Chapter IV.

## APPROPRIATION SYMBOL ENTRY SCREEN

The Entry screen shown below is available through Command **I.1**

```
   9990 I.1: Appropriation Symbol Entry                    01-11-2006 04:26 PM

   Function: _ (A=Add, C=Change, D=Delete, F=FFY Maint, N=Next, P=Print Table)
             (R=Recall Maint/Print, U=Gen Rec, V=View, W=Print Rec)

   FFY: _____  APPN SYMBOL> ____   TITLE> _____

   ACCT TYPE> __     PROGRAM  > __    ELEMENT> __    COMP   > ____   TASK   > ___
   CHARACTER> _      CATEGORY > _     OBJECT > __    OBJ DTL > ___   ENACT YR: ____
   CHAPTER  : _____  REFERENCE> ___  BUD ORG: ____  DISB ORG: ____
   DATES: START: __ __ ____    ENCUMBRANCE AVAIL: __ __ ____    REVERSION: __ __ ____

   SCO ACCOUNT: FUND    > _____   SUB-FUND : ___   ENACT YR : ____   REF > ___ ____
                CATEGORY : __     PROGRAM  > __    ELEMENT  > __     COMP> ___
                TASK    > ____    ACCT TYPE> _     CNTL TYPE> _
                REV ACCT : _____              CHAPTER  : _____
   INDICATORS:  APPN CNTL> _     APPN ORG > _    APPN PROGRAM   > _
                APPN OBJ > _     ALLOT OBJ> _    ALLOT FILE     > _
                CASH CNTL> _     REVERSION> _    ACTIVE/INACTIVE> _

   Command: _____ LP DATE:
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Retrn Quit  Log   List  Dfalt Bkwrd Frwrd Clear            Main
```

Most Appropriation Symbol Table maintenance, **A**=Add, **C**=Change, **D**=Delete, **F**=FFY Maint (Funding Fiscal Year Maintenance), **N**=Next, **P**=Print Table, **R**=Recall Maint/Print (Recall Maintenance/Print), **U**=Gen Rec (Generate a single record), **V**=View, and **W**= Print Rec (Print Record), can be performed from the Entry screen.

From the FFY Maintenance screen, **G**enerate FFY, **P**=Print Table, **R**=Recall Maint/Print, and **X**=Delete FFY functions can be performed.  Refer to the *FFY Maintenance Screen* section in this chapter for further discussion.

## APPROPRIATION SYMBOL LIST SCREEN

The List screen is displayed when the **F5**=List key on the Entry screen is pressed.

Most table maintenance, **C**=Change, **D**=Delete, **F**=FFY Maintenance (**G**=Generate FFY and **X**=Delete FFY), **P**=Print Table, **R**=Recall Maintenance/Print, **U**=Generate a single record, **V**=View, and **W**=Print Record, may be initiated from the List screen. The List screen gives agencies the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is finished.

An example of the screen is displayed below.

```
 9990 Appropriation Symbol List                        01-11-2006 04:36 PM

 Function: _  (F=FFY Maint, P=Print Table)                     Go to AS: ___
             (R=Recall Maint/Print)                                FFY: 2005


 Enter under F below: (C=Change, D=Delete, U=Gen Rec, V=View, W=Print Rec)
                                          ACCT              REVERSION
 F  AS                  TITLE            TYPE  PG EL CMP TSK   DATE     A/I
 -  ---  -------------------------------- --  -- -- --- --- ---------- -
 _  001  AIR QUALITY                      00  11            07-31-2004  0
 _  002  AIR QUALITY STANDARDS            00  11            06-30-2008  0
 _  150  CILTS GENERAL FUND               00  11            06-30-2008  0
 _  151  OCDE FTF COM/IMPROVING LIFE      00  11 50         06-30-2008  0
 _  152  TESTING                          00  11            06-30-2008  0
 _  171  AMERICORPS FTF                   00  11 15         08-31-2008  0
 _  175  AMERICORPS FTF                   00  11 15         06-30-2009  0
 _  200  REIMBURSEMENTS                   90               06-30-2006  0
 _  400  ADVANCE TO SRF - OTHER SERVICES  98               06-30-2003  0
 _  500  REVOLVING FUND ADVANCE           97               06-30-2008  0


 Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Retrn Quit  Log            Bkwrd Frwrd Clear            Main
```

The list of Appropriation Symbol (AS) records is displayed in AS order within the FFY. If the Entry screen is blank when **F5** is pressed, the list of AS records will begin with the first sequential record in the current FFY. Otherwise, it will begin with the FFY record shown when the **F5** was pressed.

The FFY is shown in the upper right corner of the screen. To change the FFY, enter the desired FFY and press **Enter**.

To find a specific record, enter the AS in the 'Go to AS:' field and press **Enter**. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, either enter an **F**, **P** or **R** in the Function Field <u>or</u> enter a **C**, **D**, **U**, **V** or **W** in the **F** action column to the left of the desired record. Values cannot be keyed in both the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen.  When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen.  The **F2** key is used to go to the next record.  All records are displayed in ascending order by Appropriation Symbol within the FFY.  All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen or the FFY Maintenance screen may be re-accessed.

## APPROPRIATION SYMBOL ACTIVITY LOG SCREEN

The Activity Log screen provides a historical log of all activity performed.  The screen is displayed when the **F4**=Log key on the Entry or List screen is pressed.  An example of the screen is displayed below.

```
 9990 Appropriation Symbol - Activity Log                    08-10-2007 07:55 AM

 Sort: D (D=Date/Time, U=UserID, K=FFY/AS)
     -------Go To-------   -Go To--  -Go To--
       DATE        TIME      USERID   FFY  AS
 F    __ __ ____  __ __ __  _____  ____ ___                     TITLE
 -    ---------- --------   --------  ---- ---   -----------------------------------
 A    07-30-2007 09:00 AM   CSAQKLC   2007 131   OFFICE OF CHILD DEVELOPMENT & EDUCA
 A    07-30-2007 08:59 AM   CSAQKLC   2007 130   VOLUNTEER/MENTOR PROGRAM
 A    07-30-2007 08:58 AM   CSAQKLC   2007 001   PROGRAM 11 STATE PLANNING AND POLIC
 A    07-30-2007 08:57 AM   CSAQKLC   2007 175   AMERICORPS FTF
 A    07-30-2007 08:56 AM   CSAQKLC   2007 171   AMERICORPS FTF
 A    07-30-2007 08:55 AM   CSAQKLC   2007 900   CALSTARS CLEARING ACCOUNT
 A    07-25-2007 02:41 PM   CSAQKLC   2007 859   INDIRECT COST RECOVERY
 D    07-25-2007 02:41 PM   CSAQKLC   2007 859   INDIRECT COST RECOVERY
 A    07-09-2007 09:08 AM   CSAQKLC   2007 859   INDIRECT COST RECOVERY
 C    06-20-2007 02:40 PM   CSAQKLC   1997 171   AMERICORPS FTF
 C    06-20-2007 02:40 PM   CSAQKLC   1997 171   AMERICORPS FTF
 A    06-20-2007 02:40 PM   CSAQKLC   1997 171   AMERICORPS FTF


 Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Retrn Quit         Dtail      Bkwrd Frwrd                   Main
```

The list of activity records is sorted by date when **F4** is pressed if the Entry screen is blank or if the cursor on the List screen is not positioned on a record.  The records are displayed in descending order beginning with the most recent activity performed.  A **D** is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.

The list of activity records is sorted by FFY/AS when **F4** is pressed if a record is displayed on the Entry screen or if the cursor is positioned on a List screen record.  The records are displayed by FFY/AS in ascending order beginning with the FFY/AS of the record previously on the Entry screen or the FFY/AS of the List screen record where the cursor was positioned.  If there are multiple activity records for the same FFY/AS, those records are displayed by Date/Time with the most recent transaction on top.   The Sort field displays a **K**, and the FFY/AS column is displayed in white to indicate FFY/AS as the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**=FFY/AS in the Sort field.  For example, when **U**=UserID is keyed, the records are displayed in ascending order by UserID.

To search for a specific record(s), key a Date/Time, UserID, or FFY/AS in one of the three 'Go To' fields available below the Sort field.  The first record matching the selection criteria displays on the first line, and the records are re-sorted according to the search field used.  If multiple matching records are found, the matching records are displayed by Date/Time with the most recent transaction on top.  If no matching record is found, the next sequential record is displayed according to the search field used.

Although all A/S Table records can be viewed on the A/S Entry screen, only the most recent activity records can be viewed on the Log screen.  Each year on March 31 records older than three years are purged.

## LOG DETAIL SCREEN

The Log Detail screen displays the maintenance activity for a selected record.  The Log Detail screen is accessed from the Activity Log screen.  To view a record, place the cursor on any record line and press **F5**=Dtail.

An example of the Log Detail screen is displayed below.

```
 9990 Appropriation Symbol Log Detail-Date/Time Order        08-10-2007 08:07 AM

 Function: A  DATE: 07-30-2007  TIME: 08:59:50 AM  USERID: CSAQKLC


 FFY: 2007  APPN SYMBOL: 130   TITLE: VOLUNTEER/MENTOR PROGRAM


 ACCT TYPE: 00      PROGRAM  : 11   ELEMENT:      COMP   :      TASK    :
 CHARACTER: 1       CATEGORY :      OBJECT :      OBJ DTL :      ENACT YR: 1998
 CHAPTER  : 324     REFERENCE: 111  BUD ORG: 9990 DISB ORG: 9990
 DATES: START: 07 01 2007  ENCUMBRANCE AVAIL: 06 30 2008  REVERSION: 06 30 2008

 SCO ACCOUNT: FUND     :      SUB-FUND :      ENACT YR :      REF :
              CATEGORY :      PROGRAM  :      ELEMENT  :      COMP:
              TASK     :      ACCT TYPE:      CNTL TYPE:
              REV ACCT :                      CHAPTER  :
 INDICATORS:  APPN CNTL: 0    APPN ORG : 0    APPN PROGRAM   : 1
              APPN OBJ : 0    ALLOT OBJ: 0    ALLOT FILE     :
              CASH CNTL: 0    REVERSION: 1    ACTIVE/INACTIVE: 0

 Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Retrn Quit                  Bkwrd Frwrd                      Main
```

Note that the Function as well as the entire maintenance record is displayed.  For Change maintenance transactions, the changed fields are highlighted.

The F7 and F8 keys are used to scroll through the maintenance records.  The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records.

## FFY MAINTENANCE SCREEN

The FFY Maintenance screen is available for online tables that have a FFY and require Funding Fiscal Year maintenance, such as the **G**enerate function.  The FFY Maintenance screen is accessed from:

✪ the Appropriation Symbol Entry or List screen by keying a **F** in the Function field and pressing **Enter** (Entry screen must be blank, except FFY, when **Enter** is pressed)

✪ the I: Table Maintenance/Inquiry screen by keying **80** in the Code field at the bottom of the screen and pressing **Enter**

✪ any CALSTARS screen with a Command line by keying **I.80** on the Command line and pressing **Enter.**

An example of the screen is displayed below.

```
 9990 FFY Maintenance                                    02-24-2005 01:36 PM

 Enter under F below: (G=Generate FFY, P=Print Table, R=Recall Maint/Print)
                  (X=Delete FFY)
 Enter under FFY below the year to Generate from, Delete, or Print.

 F  FFY            TABLE
 -  ----   ----------------------------
 _  ____    Index Code            (IC)
 _  2004    Appropriation Symbol  (AS)
 _  ____    Program Cost Account  (PCA)
 _  ____    Cost Allocation       (CA)
 _  ____    Employee Master       (EM)

 _  ____    DGS Invoice Allocation (EA)
 _  ____    DGS Services          (OD)


 Press Enter to submit request(s)

 Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Retrn Quit                                Clear           Main
```

To initiate maintenance activity from the FFY Maintenance screen, key **G**, **P**, **R** or **X** in the F action column to the left of the desired table.  Key the appropriate FFY, and press **Enter**.  If the FFY is displayed on the Entry or List screen when the **F** Function is initiated, the FFY will already be displayed on the FFY Maintenance screen.

## TABLE MAINTENANCE FUNCTIONS

The following functions (except **G, X** and some **P**) are performed online for an immediate update.  Updated records are ready for use as soon as they are successfully entered.

## A=Add

From The Entry Screen:

Key **A** in the Function field, the FFY, Appropriation Symbol, and the appropriate values in the informational elements fields to **A**dd a record to the AS Table.  When all data is entered on the screen, press **Enter**.  If the transaction passes all online edits, it updates the AS file.  A fresh screen is displayed with blank data fields, and a message confirming that the AS Table record was added successfully is displayed at the bottom of the screen.

From The List Screen:

The **A**dd function is not available on the List screen.

## C= Change

From The Entry Screen:

To **C**hange a record, the record must first be displayed on the screen.  To display a record and make a change, either:

(1)  Scroll through the records using the **F7** and **F8** keys, and key **C** in the Function field of the desired record.

(2)  Key **V** in the Function field, the appropriate values in the FFY and the Appropriation Symbol fields, and press **Enter** to **V**iew a record.  Key **C** in the Function field.

(3)  Key **C** in the Function field, the appropriate values in the FFY and the Appropriation Symbol fields, and press **Enter**.

Key over the fields to be changed and press **Enter**.  When **Enter** is pressed, the AS record is displayed with the changes.  A message confirming that the record was changed successfully is displayed at the bottom of the screen.

From The List Screen:

Key **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen.  Key over the fields to be changed, and press **Enter**.  When **Enter** is pressed, the record is displayed with the changes.  A message confirming that the record was changed successfully is displayed at the bottom of the screen.  Use **F2** to proceed to the next selected record or to return to the List screen.

**Note**: To blank out (delete) information on input fields, use the delete key or the space bar.  Dollar signs are no longer used in Change transactions to delete information on input fields.

## D=Delete

From The Entry Screen:

To **D**elete a record, either:

(1)  Scroll through the records using the **F7** and **F8** keys, key **D** in the Function field of the desired record, and press **Enter**.

(2)  Key **V** in the Function field, the appropriate values in the FFY and the Appropriation Symbol fields, and press **Enter** to **V**iew a record.  Key **D** in the Function field, and press **Enter**.

(3)  Key **D** in the Function field, the appropriate values in the FFY and the Appropriation Symbol fields, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed.  The pop-up screen is shown below.

```
              A C T I O N    C O N F I R M A T I O N

             Delete Appropriation Symbol Record

             Press F4 to confirm; F2 to cancel
```

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the AS Table.

A message confirming that the record was deleted successfully or that the **D**elete function was cancelled is displayed at the bottom of the screen.  When either is selected, the record remains on the Entry screen, and the Function field is blank.

From The List Screen:

Key **D** in the F action column to the left of the desired record, and press **Enter**.  The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the AS Table.

A message confirming that the record was deleted successfully or that the **D**elete function was cancelled is displayed at the bottom of the screen.  When either is selected, the record remains on the Entry screen, and the Function field is blank.  Use **F2** to proceed to the next selected record or return to the List screen.

## F=FFY Maint

The **F**=FFY Maint function is used to access the FFY Maintenance screen.  To access the screen, key **F** in the Function field of the Appropriation Symbol Entry or List screen and press **Enter**.  Refer to the FFY Maintenance Screen section (previous section in this chapter) for more information.

## G=Generate FFY

The **G**enerate function copies Appropriation Symbol records from one year to the next and increases the FFY by one during overnight processing.  This function is only available through the FFY Maintenance screen.

To initiate the **G**enerate function from the FFY Maintenance screen, key **G** in the F action column on the Appropriation Symbol line.  Key the appropriate Year 1 FFY in the FFY field to create Year 2 FFY records as displayed in the example below.

| Key the existing FFY: (Year 1) in the FFY field | To **G**enerate records for: (Year 2) |
|:---:|:---:|
| 2007 | 2008 |
| 2008 | 2009 |
| 2009 | 2010 |

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.  Use **F2** to return to the previous screen.

The **G**enerate function may be run more than once for the same fiscal year to add new Year 1 records to Year 2.  For example, using the **G**enerate function a second time may be quicker than manually adding new Year 1 records to Year 2 records

after Year 1 records were generated.  The **G**enerate function does not update or replace records previously **A**dded or **G**enerated, so records are not duplicated.

If an attempt is made to **G**enerate records that have already been **A**dded, an error message is displayed on the Appropriation Symbol (AS) Table Activity Report for each existing record.  However, error messages are not issued when an attempt is made to **G**enerate previously generated records.  If the **G**=Generate function is keyed more than once during the same processing day, an online message is displayed stating that the Generate FFY has already been requested.

The following paragraphs describe how various factors impact the **Generate** table maintenance function for the AS Table.  AS Table records are generated with the following values under the circumstances described below:

If the Reversion Indicator is **0** (zero), **and** the Start Date is within the fiscal year (07-01-*YYYY* through 06-30-*YYYY*) of the **Generate** maintenance transaction FFY **and** the Account Type is 00, 85, 90, 91, 92, 95, 96, 97, 98, 99, CA or RR, **Generate** creates new records with the following characteristics:

- ✪ The Enactment Year and the SCO Account Enactment Year (if used) is set to the current AS Table FFY + 1.

- ✪ The Chapter and the SCO Account Chapter (if used) is set to **BA** *YYYY* (where '*YYYY*' is the new FY).  When the Budget Act is signed and Chaptered, an automated process is run to replace '**BA** *YYYY*' with the actual Chapter citation.

- ✪ The Start Date, Encumbrance Availability Date and the Reversion Date are incremented by +1.

If the Reversion Indicator is **0** (zero), **and** the Start Date is **not** within the fiscal year (07-01-*YYYY* through 06-30-*YYYY*) of the **Generate** maintenance transaction FFY **or** the Account Type is **not** 00, 85, 90, 91, 92, 95, 96, 97, 98, 99, CA or RR, **Generate** creates new records with the FFY incremented by +1.  Enactment Year and Chapter stay the same.

If the Reversion Indicator is **1**, **Generate** does not create new records.

If the Reversion Indicator is **2** or **9**, **Generate** creates new records with the FFY incremented by +1.  Enactment Year and Chapter stay the same.

## N=Next

From The Entry Screen:

**N**ext performs the same as the **A**dd function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **N**ext function is not available on the List screen.

## P=Print Table

The **P**rint Table function provides agencies the option of generating an electronic report file of the Appropriation Symbol (AS) Table Listing Report and/or printing the report through the Print/Report File Selection pop-up screen.  An example of the CSB940-2 report is displayed in Exhibit IV-AS-5.

If a FFY is displayed on the pop-up screen, only records for the specified FFY are selected.  If the FFY field is blank, the entire Appropriation Symbol Table (all FFYs) is selected.

From The Entry Screen:

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen.  If a FFY is displayed on the Entry screen when **Enter** is pressed, the FFY is displayed on the pop-up screen.  If the FFY field is blank when Enter is pressed, the FFY is not displayed on the screen.  Except for the function and the FFY fields, all fields must be blank when **Enter** is pressed.

From The List Screen:

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen.  To request all records within the Appropriation Symbol Table, delete the FFY from the FFY field on the pop-up screen.  Except for the function and the FFY fields, all fields must be blank when **Enter** is pressed

From The FFY Maintenance Screen:

Key **P** in the F action column, the FFY if desired, and press **Enter** to display the Print/Report File Selection pop-up screen.  If a FFY is displayed on the FFY Maintenance screen when **Enter** is pressed, the FFY is displayed on the Print/Report File Selection pop-up screen.  If the FFY field is blank when Enter is pressed, the FFY is not displayed on the screen.

An example of the pop-up screen is shown below.

```
                         Print/Report File Selection
                        Appropriation Symbol (AS) Table


 ____   Enter FFY or leave blank for entire table

     _  Enter Destination:
         F=Report File only
             Report File: CS9990.CSI940-2.TBL-AS.IQ.D2050308.T1039394
         P=Printer Output and Report File
             Printer ID : CTP2     Report Class: Z     Report ID: ITBL
             Report File: CS9990.CSI940-2.TBL-AS.IQ.D2050308.T1039394
         O=Report Output after Overnight Processing
             Printer ID : CTP2     Report Class: A     Report ID: TBLE

              Press Enter to submit the request, F2 to cancel
```

Key one of the following 3 options in the Destination field on the pop-up screen:

> **F** – Immediately generates an electronic report file of the Appropriation Symbol (AS) Table Listing Report (CSI940-2)

> **P** – Immediately generates an electronic report file of the Appropriation Symbol (AS) Table Listing Report (CSI940-2) <u>and</u> ROPES the Appropriation Symbol (AS) Table Listing Report (CSI940-2) to an agency printer

> **O** – ROPES the Appropriation Symbol (AS) Table Listing Report (CSB940-2), including the current day's table maintenance, to an agency printer after overnight processing is complete

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

<u>**Note**</u>:  The Print Output Destination is maintained by CALSTARS staff.  To request a change, send an e-mail to calstars@dof.ca.gov.  Include 'Report Routing' in the subject line.

## R=Recall Maint/Print

The Recall function is used to delete overnight AS table maintenance before it is initiated.

<u>From The Entry Screen Or The List Screen</u>:

Key **R** in the function field, and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown below.  The all other fields must be blank when **Enter** is pressed.

From The FFY Maintenance Screen:

Key **R** in the F action field, and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen.  The all other fields must be blank when **Enter** is pressed.

An example of the pop-up screen is shown below.

```
            Recall Overnight Maintenance/Print Request
                 Appropriation Symbol (AS) Table

               Select one or more with a 'Y':

          _ Remove the request to Delete FFY 1997
          _ Remove the request to Generate FFY 2004
          _ Remove the request to Print FFY 2003
                     *** End of Data ***




             Press Enter to remove the request(s).
        PF2                            PF7  PF8
        Retrn                          Bkwrd Frwrd
```

Key **Y** in the field to the left of the desired maintenance or print request(s), and press **Enter** to delete the request(s).  A confirmation message is displayed at the bottom of the pop-up screen.  Use **F2** to return to the previous screen (Entry, List, or I.80 FFY Maint).

## U=Gen Rec

From The Entry Screen:

Key **U**=Generate Record in the Function field, the FFY and Appropriation Symbol in their respective fields, and press **Enter** to generate an individual record for the new FFY.  A message confirming that the record was successfully generated is displayed at the bottom of the screen.

From The List Screen:

Key **U** in the F action column to the left of the desired record(s) and press **Enter**. The record is displayed on the Entry screen with a confirmation message.  Use **F2** to proceed to the next selected record or to return to the List screen.

## V=View

From The Entry Screen:

Key **V** in the Function field, the FFY and Appropriation Symbol in their respective fields, and press **Enter** to **V**iew a record.  A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key **V** in the F action column to the left of the desired record, and press **Enter**.  The record is displayed with a confirmation message at the bottom of the screen.  Use **F2** to proceed to the next selected record or to return to the List screen.

## W=Print Rec

The **W** function immediately prints a single record report (CSI940-2) <u>and</u> generates a single record report file from the Appropriation Symbol Table.  The printed report is ROPED to the agency printer in the ITBL queue.  The electronic report file naming convention is CSxxxx.CSI940-2.TBL-AS.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key **W** in the Function field, the FFY and Appropriation Symbol in their respective fields, and press **Enter** to print the record and generate the report file.  The record is displayed with a confirmation message at the bottom of the screen

From The List Screen:

Key **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file.  The record is displayed on the Entry screen with a confirmation message.  Use **F2** to proceed to the next selected record or to return to the List screen.

## X=Delete FFY

The **X**=Delete FFY function initiates the deletion of all AS records for a specified FFY during overnight processing.  This function is only available through the FFY Maintenance screen.

If a FFY is displayed on the Entry or List screen before **Enter** is pressed, the FFY is displayed on the pop-up screen.  If the FFY field is blank when Enter is pressed, it is necessary to key the FFY.

Key **X** in the F action column (on the maintenance screen), the FFY in the FFY field if necessary, and press **Enter**. The Action Confirmation pop-up screen is displayed as shown below.

```
              A C T I O N   C O N F I R M A T I O N

         Delete all Appropriation Symbol records for 2000

                 Press F4 to confirm; F2 to cancel
```

If **F4** is selected, **all** table records for the selected FFY will be deleted during the next overnight processing cycle.

If **F2** is selected, the FFY records remain in the Appropriation Symbol Table.

A message confirming that the records were deleted successfully or that the **D**elete function was cancelled is displayed at the bottom of the screen.

**Note:**  If an attempt is made to delete the current, prior or prior-prior FFY, an error message is displayed at the bottom of the screen.

## FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Appropriation Symbol Table screens:

**F1**=**Help**—The following two types of online help is available on pop-up screens:

✪ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

  **NOTE:**    When table look-up assistance is used with the Appropriation Symbol or Title fields, the entire record is displayed when a selection is made.

✪ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

**F2**=**Retrn** (Return) or **Next**—The following two functions are available for the **F2** key.

**Retrn**—Exits the present activity and displays the prior or higher order menu or screen.  All data entered on the screen, but not accepted before exiting, is lost.

**Next**—When more than one record is selected for action from the List screen and **Enter** is pressed, the first selected record is displayed.  The label below the **F2** key changes from **Retrn** to **Next**.  When **F2=Next** is pressed, the next selected record is displayed.  The records are displayed one at a time in ascending order.  When the last record selected is displayed, the label below the **F2** key changes back to **Retrn**.

**F3**=**Quit**—Exits the present activity in preparation for CALSTARS logoff.  An action confirmation pop-up screen will display to confirm the **Quit** action.  Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected.  When **F3** is selected, the CALSTARS logoff is initiated.  All data entered on the screen, but not accepted for processing, is lost.

**F4=Log**—Displays the Appropriation Symbol Log Activity screen.

**F5**=**List** or **Log Detail**—The following two functions are available for the **F5** key.

**List**—Displays the Appropriation Symbol List screen.

**Log Detail**—Displays the Appropriation Symbol Log Detail screen.

**F6**=**Dfalt** (Default)—Locks and unlocks fields for data entry.  Defaults may be set to retain coding information for use in consecutive transactions and to "skip" unused fields so the cursor stops only at fields to be keyed.  Values cannot be changed in locked fields.

To set Defaults:

1. Enter data in the fields that are to become defaults (i.e., used in the current and subsequent transactions).

2. To skip fields that will not be used, enter a period (**.**) in the first position of the fields.

3. Press **F6** to lock these fields as defaults.  This changes the characters to green and the underline is removed.

Enter the remainder of the data needed for the transaction, and press **Enter** to 'save' the transaction.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing **F6**.

**F7=Bkwrd** (Backward)—Go to the previous record (page of records).

**F8=Frwrd** (Forward)—Go to the next record (page of records).

**F9**=**Clear**—Erases all keyed fields except any fields locked by **F6=**Dfalt.

**F12=Main**—Go to the CALSTARS main menu.  All data entered on the screen, but not accepted for processing, is lost.

## AS TABLE REPORTS

The following reports are system generated:

- ✪ Appropriation Symbol (AS) Table Activity Report (CSB940-1) - This report displays all transactions successfully entered online during the work day.  It is produced during overnight processing whenever online table maintenance has been entered since the previous processing cycle.  The report is displayed in Exhibit IV-AS-5.

- ✪ Appropriation Symbol (AS) Table – Delete FFY (*yyyy*) Report (CSB940-3) – This report displays all records deleted when Function **X**=Delete FFY is entered.  The report is displayed in Exhibit IV-AS-5.

- ✪ Appropriation Symbol (AS) Table Upload Activity Report (CSB940-4) – This report displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is displayed in Exhibit IV-AS-5.

The following reports are produced upon request of the department:

- ✪ Appropriation Symbol (AS) Table Listing Report (CSB940-2/CSI940-2) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on the Appropriation Symbol screen.  If Function **P** and a Funding Fiscal Year are entered, the listing is limited to the specific fiscal year requested.  If **P** is entered without a FFY, the listing contains all fiscal years in the Appropriation Symbol table.  The CSB940-2 report is displayed in Exhibit IV-AS-5.

**NOTE:** CSBnnn-n and CSInnn-n reports contain the same information and are identical in format.  Therefore, only CSBnnn-n reports are displayed in the report examples.

The difference between the CSB and CSI reports is based on when the reports are generated.  CSB reports are generated during CALSTARS nightly

processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins.  CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

## CONTROL

The Appropriation Symbol (AS) Table Activity Report (CSB940-1) and the Appropriation Symbol (AS)  Table Upload Activity Report (CSB940-4) should be proofread to ensure that all maintenance was done correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

| Data Element | Length | Contents |
|---|---|---|
| **Control Key**: | | |
| ORGANIZATION NUMBER (ORG) | 4 | The Organization is automatically displayed based on the signon used. It cannot be altered. |
| FUNDING FISCAL YEAR (FFY) | 4 | Enter the Funding Fiscal Year that identifies the year to which this record pertains. |
| APPROPRIATION  SYMBOL (APPN or AS) | 3 | Enter the Appropriation Symbol Number.  Follow the 'guidelines' on coding appropriation symbols.  This code may be alpha-numeric.  Special symbols and code **000** are not allowed. |
| **Informational Elements**: | | |
| TITLE | 40 | Enter the appropriation Title.  Refer to the 'Guidelines' section at the beginning of this chapter for exceptions to the following rules. |
| | | Use the same title as the SCO, per the SCO Agency Reconciliation Report. |
| | | This title is used as a citation on claim schedule face sheets, on the Detail Report of Appropriation Status B04 Report) and on the Final Budget Report (B06 Report).  The SCO requires certain language to satisfy their legal and fiduciary requirements.  If the field is too short, consult the SCO for abbreviated words that will be acceptable. |
| | | If an AS is used on claim schedule transactions and the SCO Account Type is 11-87 and not 00, 20, 30, 40, 50, 60, 70 or 80, the AS Table title will be used in the 'Purpose' field of the Claim Schedule Face Sheet. |
| | | If the Account Type is 'CA', CALSTARS will automatically use 'Clearing Account' in the 'Purpose' field of the Claim Schedule Face Sheet.  This conforms with the SCO requirement.  The title field on the AS Table should also be titled 'Clearing Account'. |

| Data Element | Length | Contents |
|---|---|---|
| ACCOUNT TYPE (ACCT) | 2 | Enter the Account Type.  Valid values are: <br><br> **00** - Appropriated by program or category (includes special deposit fund accounts, transfers and loans) <br><br> **11-87** - SCO (2-digit) Category (<u>excluding</u> **20**, **30**, **40**, **50**, **60**, **70**, **80** and **85**) <br><br> **80 -** Unallotted (per Budget Act, Exec. Order or Special Legislation) <br><br> **85** - Unallocated (per Budget Act) <br><br> **88** - Employees Retirement Contribution Offset <br><br> **89** - Reimbursement Refunds (Trustees only) <br><br> **90** - Scheduled Reimbursements <br><br> **91 -** Unscheduled Reimbursements <br><br> **92** - Miscellaneous Reimbursements (2$^{nd}$ Schedule line) <br><br> **95 -** Other Miscellaneous Advances <br><br> **96 -** State Compensation Insurance Fund <br><br> **97 -** Revolving Fund Advance <br><br> **98** - Service Revolving Fund Advance-Other Services <br><br> **CA** - Clearing Account (Program 99) <br><br> **PR** - Partial Reappropriation <br><br> **RR** - Revenues and Refunds to Reverted Appropriations (includes Federal Receipts, 0890 - F accounts) |
| <u>**Program Coding Levels:**</u> | | (Program, Element, Component and Task) <br><br> *Refer to the 'guidelines' before coding these fields.* <br><br> If these fields are coded, the APPROPRIATION <u>OBJECT</u> LEVEL Indicator must be '**0**' and the APPROPRIATION <u>PROGRAM</u> LEVEL Indicator must be consistent with the level of the program structure coded.  AS Table coding <u>must</u> be at the same level as the Budget Act and other accounts/items. |
| PROGRAM (PG) | 2 | Enter the Program or leave blank (used for program appropriations). The Program must be pre-defined in the D15 Descriptor Table.  Leave blank for the clearing account appropriation symbol, category appropriations, or when the SCO program is blank. |
| ELEMENT (EL) | 2 | Enter the Element or leave blank.  The Element must be pre-defined in the D16 Descriptor Table and can be coded only when Program is not blank. |
| COMPONENT (COMP or CMP) | 3 | Enter the Component or leave blank.  The Component must be pre-defined in the D17 Descriptor Table and can be coded only when the Program and Element are not blank. |
| TASK (TSK) | 3 | Enter the Task or leave blank.  The Task must be pre-defined in the D18 Descriptor Table and can be coded only when the Program, Element, and Component are not blank. |

| Data Element | Length | Contents |
|---|---|---|
| CHARACTER (CHAR) | 1 | Enter the statewide (UCM) Character code:<br><br>**1** - Support<br>**2** - Local Assistance<br>**3** - Capital Outlay |
| **Category Coding Levels:** | | (Category, Object and Object Detail)<br><br>*Refer to the 'guidelines' before coding these fields.*<br><br>If these fields are coded, the APPROPRIATION <u>PROGRAM</u> LEVEL Indicator must be '**0**' and the APPROPRIATION <u>OBJECT</u> LEVEL Indicator must be consistent with the category coding level.  Leave these fields blank if appropriated by program. |
| CATEGORY (C) | 1 | Enter the statewide 1-digit Category or leave blank.  Used by agencies that receive appropriations on a line-item basis.  Leave blank for the clearing account appropriation symbol. If blank and the Appropriation Object Level Indicator is set to **1**, CALSTARS will determine the Category based on the Object. |
| OBJECT (OB) | 2 | Enter the statewide Object or leave blank.  Coded only when the appropriation is at this level and Category is not blank. |
| OBJECT DETAIL (OBJ DTL or DTL) | 3 | Enter the statewide Object Detail or leave blank. Coded only when the appropriation is at this level and the Category and Object are not blank. |
| ENACTMENT YEAR (ENACT YR or ENY) | 4 | Enter the Enactment Year.  Refer to the *Uniform Codes Manual* for guidelines on coding the Enactment Year when it is not readily discernible.  It will normally be the same as the funding fiscal year.  For continuing appropriations, capital outlay or reappropriations, follow the SCO Agency Reconciliation Report format and use the Year (shown as 'YR Date') as the Enactment Year. |
| CHAPTER (CHAPT) | 6 | Enter the Appropriation Chapter Number.  Use the format ***nnn*/FY**, where ***nnn*** is the Chapter Number and **FY** is the year the Chapter is passed.  For the proposed Budget Act, use **BAyyyy**.  Once chaptered, the **BAyyyy** is replaced with the real Chapter number.  **Blank** is not allowed.  Use **NA** for revenue items that do not have a chapter. |
| REFERENCE (REF) | 3 | Enter the Reference from the appropriation in the Budget Act or *Uniform Codes Manual*, as appropriate. The Reference must be defined in the D26 Descriptor Table.  The Reference must match the SCO Agency Reconciliation Report <u>and</u> comply with the UCM coding structure.<br><br>For revenue items, <u>except the FTF</u>, use **980** in accordance with the UCM.  For FTF revenue receipts, Fund 0890, use the same Reference as shown in the Budget Act and the SCO Agency Reconciliation Report. |
| BUDGET ACT ORG (BUD ORG) | 4 | Enter the Organization Code contained in the Budget Act that defines the legal reference.  For most agencies, this should be the same as the OC Table Level 1 organization. |
| DISBURSING ORG (DISB ORG) | 4 | Enter the Organization Code that identifies the SCO agency control account.  This is the code that will print out on claim schedules. |

| Data Element | Length | Contents |
|---|---|---|
| START DATE | 2+2+4 | Enter the first date the appropriation is available (*MMDDYYYY* format). This date is July 1 for Budget Act items and January 1 for other legislation unless otherwise specified. |
| ENCUMBRANCE AVAILABILITY DATE (ENCUMB AVAIL or ENC AVAIL) | 2+2+4 | Enter the last date that the appropriation is available for encumbering (*MMDDYYYY* format). For continuing appropriations or appropriations without regard to fiscal year, use **99999999** (Reversion Indicator must be **2** or **9**). This date should be the same as the date Encumbrance Availability Date on the SCO Agency Reconciliation Report.<br><br>For Account Type RR (Receipt) appropriation symbols, leave **blank**. |
| REVERSION DATE | 2+2+4 | Enter the last date that an appropriation is available (*MMDDYYYY* format). For continuing appropriations or appropriations without regard to fiscal year, use **99999999** (Reversion Indicator must be **2** or **9**). This date should be the same as the Reversion Date on the SCO Agency Reconciliation Report. |
| **SCO Account:** | | Fields are only required if using this segment. Refer to the 'SCO Account Segment' section of this chapter for additional information. If any data is entered, Fund, Enactment Year and Account Type are required. |
| FUND | 4 | Enter the four-digit SCO Fund. If using the SCO Account segment, this is a **required** field and must be on the D22 table. |
| SUB-FUND | 3 | Enter the SCO Sub-fund to provide additional Fund identification, if present. CALSTARS uses Fund Detail to define this field. |
| ENACTMENT YEAR (ENACT YR or ENY) | 4 | Enter the enactment year as displayed on the SCO report as YR. If using the SCO Account segment, this is a **required** field. The ENY represents the legislative session year of legal authority to spend or receive receipts. CALSTARS defines this as Enactment Year. |
| REFERENCE (REF) | 3+4 | Enter the reference as shown up to seven digits. The last four digits are for fiscal year of spending authority for a particular reference. This is typically used for Partial Reappropriations. Only complete the last four digits if used by SCO. |
| CATEGORY (CAT) | 2 | Enter the category as defined by SCO for non-traditional coding **(11-99).** Leave blank for true category appropriations, CALSTARS will identify the category as defined in the UCM (1, 3, 4, 5, 6, 8, or 9) and append a zero. |
| PROGRAM (PG) | 2 | Enter the program as defined by SCO. |
| ELEMENT (EL) | 2 | Enter the element as defined by SCO. |
| COMPONENT (COMP or CMP) | 3 | Enter the component as defined by SCO. |
| TASK (TSK) | 3 | Enter the task as defined by SCO. |
| ACCOUNT TYPE (ACCT or AT) | 1 | Enter the SCO detail account type. If using the SCO Account segment, this is a **required** field.<br><br>  **D** - Disbursing Account<br>  **F** - Reimbursement Account or Transfer-In Account (GLAN 9811)<br>  **R** - Revenue Account<br>  **T** - Transfer-From Account (GLAN 9812) |

| Data Element | Length | Contents |
|---|---|---|
| CONTROL TYPE (CNTL TYPE or CT) | 1 | Enter the SCO control account type for the specified detail account:<br><br>**C** - Control Appropriation Account (use with **D**, **F**, and **T** detail account types)<br><br>**Q** - Control Revenue Account (use with **R** detail account type) |
| REVENUE ACCOUNT (REV ACCT) | 6 | Excluding Source **500000**, only complete if SCO is using a Source that is not identified in the UCM or does not match CALSTARS codes. The first digit is a unique SCO code, typically 0. CALSTARS will convert **570000** to **500000**. |
| CHAPTER | 5 | Enter the SCO appropriation chapter number. |
| **Indicators:** | | |
| APPROPRIATION CONTROL TYPE (APPN CNTL or AP CNTL) | 1 | Enter the Appropriation Control Type Indicator. This indicator can be used to provide less restrictive appropriation fund control **edits** than **than what is coded on** the OC Table Fund Related Error Severity Segments. Example: If a OC Table Fund Related Error Severity Segment is set to Fatal (**blank** or **F**), agencies can use this field to override the fatal severity for specific Appropriation Symbols.<br><br>If a department wishes to apply the same level of editing as is performed per the OC Table, this indicator should be set the same as the OC Table.<br><br>The values are:<br><br>**0** - No appropriation fund control (Ignore).<br><br>**1** - Absolute appropriation fund control (Fatal). All expenditures and obligations that exceed the appropriation post to the Error File.<br><br>**2** - Advisory appropriation fund control (Warning). All expenditures and obligations that exceed the appropriation receive a warning message post to the update files. |
| APPROPRIATION ORGANIZATION LEVEL (APPN ORG or AP ORG) | 1 | Enter the Appropriation Organization Level Indicator:<br><br>**0** - Control appropriations by Organization.<br><br>**1** - Control appropriations by Section.<br><br>**NOTE**: If **1** is selected, **make sure** that indicators on other tables are also set to this level; e.g., IC Table G/L Org Level Indicator, etc. |
| APPROPRIATION PROGRAM LEVEL (APPN PROGRAM or AP PROG) | 1 | Enter the Appropriation Program Level Indicator. Must match the program level selected (See Program Coding Levels, above):<br><br>**0 -** Control not by program<br><br>**1 -** Program level<br><br>**2 -** Element level<br><br>**3 -** Component level<br><br>**4 -** Task level |

| Data Element | Length | Contents |
|---|---|---|
| APPROPRIATION OBJECT LEVEL (APPN OBJ or AP OBJ) | 1 | Enter the Appropriation Object Level Indicator: (See Category Coding Levels, above)<br><br>**0** - Control not by object<br>**1** - Category level<br>**2** - Object level<br>**3** - Object Detail level |
| ALLOTMENT OBJECT LEVEL (ALLOT OBJ or AL OBJ) | 1 | Enter the Allotment Object Level Indicator: (This indicator determines the object posting level in the Allotment File and controls the display in the A-series standard reports.)<br><br>**0 -** No allotments by object<br>**1 -** Allotment by category<br>**2 -** Allotment by object<br>**3 -** Allotment by object detail<br>**4 -** Allotment by agency object |
| ALLOTMENT FILE PROCESS (ALLOT FILE or AL FILE) | 1 | Enter the Allotment File Processing Indicator to specify year-end processing for allotments:<br><br>**Blank** - Do not carry forward allotment amounts; discontinue posting to prior year allotments.<br>**1** - Carry forward allotment amounts equal to encumbrance balances remaining at year-end<br>**5** - Carry forward allotment amounts equal to the unexpended balance remaining at year end<br>**9** - Post inception-to-date and roll allotment encumbrance, expenditure, and balance amounts forward. |
| CASH CONTROL TYPE (CASH CNTL or CASH) | 1 | Enter the Cash Control Type Indicator. If the OC Table fund control **F40**, **F41** or **F42** errors (insufficient cash) are set to "Fatal", agencies can still use this field to override the fatal severity for specific Appropriation Symbols. Refer to Vol. 4 for a discussion of the above error codes. The control values are:<br><br>**0** - Do not edit for cash availability (Ignore).<br>**1** - Edit for cash availability (Fatal). All cash disbursement transactions that exceed the cash balance (insufficient cash) post to the Error File.<br>**2** - Edit for cash availability (Warning). All cash disbursement transactions that exceed the cash balance (insufficient cash) receive a warning message and post to the update files. |

| Data Element | Length | Contents |
|---|---|---|
| REVERSION | 1 | Enter the Reversion Indicator:<br><br>**0** - Reversion does not apply.  The appropriation balance is available in the new year for disbursement of funds previously encumbered or obligated.<br><br>**1** - Reversion applies.  The appropriation balance reverts and is no longer available in the new year.  **NOTE**: The REVERSION DATE must be consistent with this code.<br><br>**2** - Continuous appropriation.  The unexpended balance is available for encumbrances and expenditures in the new year.  All associated PA Table records should contain METHOD = **4**, Carryover.<br><br>**9** - Continuous appropriation.  The unexpended balance is available for encumbrances and expenditures in the new year.  All associated PA Table records should contain METHOD = **2**, Statutory |
| ACTIVE/INACTIVE (A/I) | 1 | Enter the code to specify whether the AS is active or inactive:<br><br>**0** - Active **-** transactions referencing this AS Table record will post after passing the normal edits.<br><br>**1** - Inactive - transactions referencing this AS Table record will <u>not</u> post unless the Modifier = **I** (Ignore) in the transaction (to override an inactive table). |
| **THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND ON THE CSB940-2 AND CSB940-3 REPORTS:** | | |
| LAST PROCESSED DATE (LP) | 2+2+4 | The Last Processed Date is the last date the record was updated by table maintenance.  This field is updated when a maintenance transaction is processed. It cannot be altered by the user. |
| **THE FIELDS BELOW ARE ONLY DISPLAYED ON THE  CSB940-1 AND CSB940-4 REPORTS:** | | |
| TRANSACTION DATE (TRANS) | 2+2+4 | The Transaction Date identifies the date the transaction was processed. |
| TRANSACTION TIME (TRANS) | 2+2+2 | The Transaction Time identifies the time the transaction was processed. |
| USER IDENTIFICATION (USERID) | 7 | The User Identification identifies the Sign-on ID used to input the transaction. |

EXHIBIT IV-AS-4

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**CALSTARS 8**
(revised 11-17-2005)

## APPROPRIATION SYMBOL (AS) TABLE ENTRY FORM

ORG: _____

PREPARED BY: _____ DATE: _____ ENTERED BY: _____ DATE: _____

---

**FUNCTION** ☐ (A=Add, C=Change, D=Delete, F=FFY Maint, N=Next, P=Print Table)
(R=Recall Maint/Print, U=Gen Record, V= View, W=Print Record)

**FFY** [____] **APPN SYMBOL** [___]

**TITLE** [_____]

---

**ACCT TYPE** [_] **PROGRAM** [_] **ELEMENT** [_] **COMP** [__] **TASK** [__]

**CHARACTER** [_] **CATEGORY** [_] **OBJECT** [_] **OBJ DTL** [__] **ENACT YR** [___]

**CHAPTER** [____] **REFERENCE** [__] **BUD ORG** [___] **DISB ORG** [___]

---

**DATES:**

**START** [_] [_] [__] **ENCUMB AVAIL** [_] [_] [__] **REVERSION** [_] [_] [__]

---

**SCO ACCOUNT:**

**FUND** [___] **SUB-FUND** [__] **ENACT YR** [___] **REFERENCE** [__] [__]

**CATEGORY** [_] **PROGRAM** [_] **ELEMENT** [_] **COMP** [__]

**TASK** [__] **ACCT TYPE** [_] **CNTL TYPE** [_]

**REV ACCT** [____] **CHAPTER** [____]

---

**INDICATORS:**

**APPN CNTL** ☐ **APPN ORG** ☐ **APPN PROGRAM** ☐

**APPN OBJ** ☐ **ALLOT OBJ** ☐ **ALLOT FILE** ☐

**CASH CNTL** ☐ **REVERSION** ☐ **ACTIVE/INACTIVE** ☐

---

**F=FFY MAINT FUNCTION SELECTED, FUNCTION ON FFY MAINT SCREEN** ☐ (G=Generate FFY, P= Print Table)
(R=Recall Maint/Print, X=Delete FFY)

**P=PRINT FFY FUNCTION SELECTED, REPORT DESTINATION** ☐ (F=Report File only, P=Printer Output and)
(Report File, O=Overnight Printer Output)

**ADDITIONAL FFYS TO PRINT** _____

**R=RECALL MAINT FUNCTION SELECTED, ACTION(S) TO RECALL** _____

---

EXHIBIT IV-AS-5

```
CSB940-1 **************************           DEPARTMENT OF AIR QUALITY        **************************  ORG NUMBER:   9990
                        CALSTARS    APPROPRIATION SYMBOL (AS) TABLE ACTIVITY     REPORT                      ORG PAGE:        1
06/14/2005 (18:17) ***************************************************************************************** RUN PAGE:        7
FFY    AS   F                TITLE                   ACCT TYPE  PG-EL-CMP-TSK                    TRANS DATE TRANS TIME   USERID
----   ---  -  -------------------------------------    --     -------------                   ---------- -----------  --------
            CHAR  C-OB-DTL  ENY   CHAPT   REF  BUD ORG  DISB ORG    START     ENC AVAIL   REVERSION         ERROR MESSAGES
            -   --------  ----  ------  ---  ----    ----   ---------- ---------- ----------   ------------------------
            SCO ACCOUNT: FUND  SUB-FUND  ENY   REFERENCE   CAT  PG-EL-CMP-TSK    AT  CT  REV ACCT  CHAPTER
                         ----    ---     ----  --- ----    --   -------------    -   -   -------   ------
            INDICATORS:  AP    AP    AP    AP    AL    AL
                         CNTL  ORG   PROG  OBJ   OBJ   FILE  CASH   REVERSION  A/I
                         -     -     -     -     -     -     -      -         -
2005   001  G  AIR QUALITY                                  00      10-10-001-001                 06-14-2005 03:04:55 PM  CSCSJMH
               1          2005  BA2005  001   9990                  07-01-2005 06-30-2006 06-30-2008
               0001                    2005  001         00   10-10            D              357/05
                0     0     2     0     0     0     0       0         0

2005   002  A  AIR QUALITY STANDARDS                       00      10-10-001-005                 06-14-2005 03:05:34 PM  CSCSJMH
               1          2005  BA2005  001   9990                  07-01-2005 06-30-2006 06-30-2008
               0001                    2005  001         00   10-10            D              357/05
                0     0     2     0     0     0     0       0         0
```

```
CSB940-2 **************************           DEPARTMENT OF AIR QUALITY        **************************  ORG NUMBER:   9990
                        CALSTARS    APPROPRIATION SYMBOL (AS) TABLE LISTING      REPORT                     ORG PAGE:        1
03/14/2005 (17:57) ***************************************************************************************** RUN PAGE:        7
FFY    AS                    TITLE                   ACCT TYPE  PG-EL-CMP-TSK    LP DATE
----   ---     -------------------------------------    --     -------------  ----------
            CHAR  C-OB-DTL  ENY   CHAPT   REF  BUD ORG  DISB ORG    START     ENC AVAIL   REVERSION
            -   --------  ----  ------  ---  ----    ----   ---------- ---------- ----------
            SCO ACCOUNT: FUND  SUB-FUND  ENY   REFERENCE   CAT  PG-EL-CMP-TSK    AT  CT  REV ACCT  CHAPTER
                         ----    ---     ----  --- ----    --   -------------    -   -   -------   ------
            INDICATORS:  AP    AP    AP    AP    AL    AL
                         CNTL  ORG   PROG  OBJ   OBJ   FILE  CASH   REVERSION  A/I
                         -     -     -     -     -     -     -      -         -
2005   001     AIR QUALITY                                  00      10-10-001-001  06-14-2005
               1          2005  BA2005  001   9990                  07-01-2005 06-30-2006 06-30-2008
               0001                    2005  001         00   10-10            D              357/05
                0     0     2     0     0     0     0       0         0

2005   001     AIR QUALITY                                  00      10-10-001-001  06-14-2005
               1          2005  BA2005  001   9990                  07-01-2005 06-30-2006 06-30-2008
               0001                    2005  001         00   10-10            D              357/05
                0     0     2     0     0     0     0       0         0
```

EXHIBIT IV-AS-5

```
CSB940-3 *************************         DEPARTMENT OF AIR QUALITY         ************************* ORG NUMBER:    9990
                              CALSTARS    APPROPRIATION SYMBOL (AS) DELETE FFY 2001    REPORT                    ORG PAGE:       1
03/14/2005 (17:57) ************************************************************************************ RUN PAGE:       7
FFY   AS                        TITLE                    ACCT TYPE   PG-EL-CMP-TSK    LP DATE
----  ---    --------------------------------------      --      -------------  ----------
              CHAR  C-OB-DTL  ENY   CHAPT   REF  BUD ORG  DISB ORG   START     ENC AVAIL   REVERSION
              -     --------  ----  ------  ---  ----     ----       ----------  ----------  ----------
              SCO ACCOUNT: FUND  SUB-FUND  ENY   REFERENCE  CAT  PG-EL-CMP-TSK   AT  CT  REV ACCT  CHAPT
              ----  ---   ----  --- ----  --  ------------  -   -   -------  ------
              INDICATORS:  AP   AP   AP   AP   AL   AL
                           CNTL ORG  PROG OBJ  OBJ  FILE  CASH  REVERSION  A/I
                           -    -    -    -    -    -    -         -         -

2001  091    CENTRAL VALLEY AIR QUALITY STUDIES            00      10-10-010-101  06-14-2005
              1           1999  BA1999  201  9990              07-01-1999  06-30-2000  06-30-2002
                          0001            1999  201     00   10-10           D                     357/99
                           0    0    2    0    0    0    0         0         0

2001  092    TAHOE BASIN AIR QUALITY STUDIES               00      10-10-001-005  06-14-2005
              1           2005  BA2005  001  9990              07-01-1999  06-30-2000  06-30-2002
                          0001            1999  211     00   10-10           D                     357/99
                           0    0    2    0    0    0    0         0         0
```

```
CSB940-4 *************************         DEPARTMENT OF AIR QUALITY         ************************* ORG NUMBER:    9990
                              CALSTARS    APPROPRIATION SYMBOL (AS) TABLE UPLOAD ACTIVITY    REPORT            ORG PAGE:       1
03/14/2005 (17:57) ************************************************************************************ RUN PAGE:       7
FFY   AS   F                TITLE                    ACCT TYPE   PG-EL-CMP-TSK          TRANS DATE TRANS TIME   USERID
----  ---  -  --------------------------------------      --      -------------         ----------  ----------  --------
              CHAR  C-OB-DTL  ENY   CHAPT   REF  BUD ORG  DISB ORG   START     ENC AVAIL   REVERSION       ERROR MESSAGES
              -     --------  ----  ------  ---  ----     ----       ----------  ----------  ----------     ------------------------
              SCO ACCOUNT: FUND  SUB-FUND  ENY   REFERENCE  CAT  PG-EL-CMP-TSK   AT  CT  REV ACCT  CHAPTER
              ----  ---   ----  --- ----  --  ------------  -   -   -------  ------
              INDICATORS:  AP   AP   AP   AP   AL   AL
                           CNTL ORG  PROG OBJ  OBJ  FILE  CASH  REVERSION  A/I
                           -    -    -    -    -    -    -         -         -
2005  001  A  AIR QUALITY                                00      10-10-001-001            06-14-2005 03:04:55 PM  CSCSJMH
              1           2005  BA2005  001  9990
                          0001            2005  001     00   10-10           D                     357/05
                           0    0    2    0    0    0    0         0         0

2005  002  A  AIR QUALITY STANDARDS                      00      10-10-001-005            06-14-2005 03:05:34 PM  CSCSJMH
              1           2005  BA2005  001  9990
                          0001            2005  001     00   10-10           D                     357/05
                           0    0    2    0    0    0    0         0         0
```